

CHAPTER TEAM I & II

OVERVIEW: TSA chapters in the Chapter Team contest are required to perform an opening and closing ceremony, including disposition of three items of business, within a specified time period. This is a National Event.

I. **CONTEST PURPOSE**

The purpose of the Chapter Team competition event is to provide a means for TSA members to demonstrate their ability to lead and follow recognized rules of business meeting order.

II. **ELIGIBILITY FOR ENTRY**

- A. Must be current TSA state and national member and registered State Conference participant.
- B. This is a team event. One team per chapter. Teams must have a minimum of four members and a maximum of eight members. Team members do not have to be elected officers of the local TSA chapter.
- C. Conference participants may enter a maximum of eight competitive events; however, Chapter Team will be allowed as a ninth event.

III. **LIMITATIONS**

Each team will have a limit of twenty (20) minutes, which includes review of parliamentary abilities, set-up time, and presentation. Teams are to be penalized five (5) points per thirty (30) seconds on judge's score sheet for going over the allotted twenty (20) minutes, based on the following scale:

<u>Time over twenty (20) minutes</u>	<u>Penalty</u>
20:01 - 20:30	5 points per judge
20:31 - 21:00	10 points per judge
21:01 - 21:30	15 points per judge
21:31 - 22:00	20 points per judge

IV. **SPECIFIC REGULATIONS**

- A. National rules may differ from state rules. Individuals planning on participating in national competition must adhere to national rules.
- B. Teams shall consist of a president, vice president, secretary, treasurer, reporter, and sergeant-at-arms.
- C. The contest includes the call to order, Pledge to the Flag, roll call, order of business, and closing ceremony.
- D. Written materials such as the TSA handbook, etc., may not be taken into this contest by any member of the team. Typed minutes from the team's last local chapter meeting are required.
- E. The Event Consultant will provide a list of business items and parliamentary actions which each team must act upon when the team enters the staging area. The material must be returned to the Event Consultant before leaving the room.

- F. Any team that fails to appear at the time indicated will be placed at the end of the list and allowed to participate, at the discretion of the judge, if time permits.
 - G. Teams will enter contest room at times indicated, and make necessary preparations for the contest.
 - H. Each team will follow the procedures for opening and closing a local Chapter meeting according to the most recently revised TSA Student Handbook. They will use the order of business to conduct three items of business furnished by the judge, and close the meeting according to the prescribed procedure.
 - I. Chapter paraphernalia should be placed on a long table with the Flag of the United States of America standing on the right of the president's rostrum and the State Flag on the left. The chapter banner should be hanging above and behind the president's rostrum. The president's rostrum should be positioned in the center between the two flags. The symbols of the officers should be in front of the proper officer. This should be put up by the first participating chapter, checked by each chapter as they enter the room to be sure it is correct, and taken down by the last chapter participating. The state banner may be substituted for the chapter banner, if desired. The event coordinator(s) will provide the general paraphernalia needed. Chapters may use their own banner if they desire.
 - J. TSA chapters may use the state paraphernalia if they desire. No points will be deducted for using national paraphernalia. If a chapter has its own paraphernalia, the Event Consultant should be informed so the national paraphernalia may be removed from the room.
 - K. A timepiece may be used by a chapter team, if so desired.
- V. PROCEDURES
- A. Registration - Contest participants must register and follow the guidelines for the event in accordance with procedures established for each conference.
 - B. The team president will check in his/her team with the Event Consultant at the time designated by the conference schedule to obtain specific information for the event.
 - C. Competing teams should assemble in the general area of the contest prior to the time designated for the contest.
- VI. REQUIRED CONTEST PERSONNEL
- A. Event Coordinator.
 - B. Judge - two (2) per level.
 - C. Timekeeper - one (1) per level.

- D. Rooms - two per level: preparation room (team usage optional), and judging room equipped with the following:
1. Table and chairs for judges.
 2. Two tables and six chairs for contest team.
 3. Table rostrum.
 4. United States Flag.
 5. Provisions for hanging two flags (or flag pole) and banner
 6. Judges' rating sheets.
 7. List of chapters for contest.
 8. TSA Handbook.
 9. Officers' symbols.
 10. A list of Parliamentary Procedure Actions, and Business Items.
 11. Stopwatch.

VII. CRITERIA FOR JUDGING

- A. The rating sheet will be based upon the following:

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| 1. | Knowledge of TSA procedures | 30 points |
| | Includes opening and closing ceremony, proper order of business | |
| 2. | Knowledge of parliamentary procedure | 30 points |
| | (Includes making motions, amending motions, tabling motions, etc.) | |
| 3. | Communications | 20 points |
| | (Includes grammar, enunciation, voice volume, etc., of officers) | |
| 4. | Preparation of Meeting Place..... | 10 points |
| | (Includes placement of flags, banner, officer symbols, and officer seating arrangements) | |
| 5. | Team Appearance | 10 points |
| | (Includes poise, grooming, uniformity of dress, i.e., TSA blazers, jackets, or sweaters with lapel pins/tie tacks) | |
| | Total | 100 points maximum |
| | Rules Violation | Minus 20 points |
| | Deductions for Timed Penalty | 40 maximum |

- B. Teams will be ranked in numerical order on the basis of final scores, to be determined by each judge without consultation with each other. The winner will be the team whose total score is the highest. Other placings will be determined in the same manner. In case of a tie, judges will consult with each other to ascertain the winner.
- C. All judge's ratings and results are to remain confidential.
- D. A team must have typed minutes from their last local chapter meeting with them, or an automatic deduction of ten (10) points will be imposed.

CHAPTER OPENING AND CLOSING CEREMONIES PROCEDURE DESCRIBED ON THE FOLLOWING PAGE

CHAPTER OPENING AND CLOSING CEREMONIES

OPENING CEREMONY

(At the prescribed time for meetings, the president assumes his/her position behind the rostrum in front center of the room. Other officers are seated to the left and right of the president in a slightly arched line. They are seated in this order from the stage left to right: vice president, treasurer, secretary, president, reporter, and sergeant-at-arms.)

PHYSICAL ARRANGEMENT:

Host State Banner (Optional)

U.S. Flag - Sergeant-at-Arms - Reporter - President - Secretary - Treasurer - Vice President - State Flag

Officers Facing Audience

Audience

President: (raps gavel twice) Will the meeting please come to order. Mr/Ms. Sergeant-at-Arms, are the officers in their places?

Sergeant-at-Arms: They are, Mr/Ms. President.

President: (raps three times for assembly to rise) Mr/Ms. Sergeant-at-Arms, please lead the assembly in the Pledge to the Flag of the United States of America.

Sergeant-at-Arms: (leads pledge to the flag).

President: (raps once and assembly is seated) Mr/Ms. Secretary, will you please call the roll.

Secretary: Mr/Ms. Sergeant-at-Arms.

Sergeant-at-Arms: Present. The symbol of my office is the "hearty handshake" (officer points to symbol), and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this organization.

Secretary: Mr/Ms. Reporter.

Reporter: Present. The symbol of my office is the beacon tower (officer points to symbol), and it is my duty to see that our school, community and national association have a complete report of our organization's activities.

Secretary: Mr/Ms. President.

President: Present. The symbol of my office is the gavel (officer point to symbol). The duties vested in me by my office are to preside at all regular and special meetings of this organization and to promote cooperation in carrying out the activities and work of our organization. Mr/Ms. Secretary.

Secretary: Present. The symbol of my office is the pen (officer point to symbol), and it is my responsibility to see that accurate and proper records are kept of all business and correspondence if this association. Mr/Ms. Treasurer.

Treasurer: Present. The symbol of my office is a balanced budget (officer points to symbol), and it is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly.

Secretary: Mr/Ms. Vice President.

Vice President: Present. The symbol of my office is a star (officer points to symbol), and it is the duty of my office to see that we always have a strong membership, a good work program, and are alert to the welfare of our chapter.

Secretary: Mr/Ms. President, all officers are present and in their place.

President: Mr/Ms. Sergeant-at-Arms, do we have guests present?

Sergeant-at-Arms: (if so, introduce guests(s); if not) No, Mr/Ms. President.

President: Mr/Ms. Secretary, we are ready to transact our business.

CLOSING CEREMONY

President: (raps three times; assembly rises) Mr/Ms. Secretary, will you please (read) or (lead us in) the TSA Motto.

Secretary: Will the assembly repeat the TSA Motto after me. (Motto is spoken.)

President: Does anyone know of any reason why this assembly should not adjourn; if not, I will entertain a motion to adjourn. (Following motion to adjourn) I now declare this meeting adjourned until a special meeting is called or until our next regular meeting. (Raps once with gavel.)

SUGGESTED ORDER OF BUSINESS FOR CHAPTER MEETINGS

1. The president calls the meeting to order with opening ceremonies.
2. Roll call is taken and a quorum is established.
3. The minutes of the preceding meeting are read by the secretary.
Any necessary corrections and/or additions are made and the minutes are approved as read, or corrected.
4. The treasurer's report is received as read and placed on file subject for audit.
The chair so states.
5. Committee and officer reports are called for by the chairperson, as is necessary.
If a committee has no report, let them so state.
6. Unfinished business is addressed.
7. New business is addressed.
8. The program, if any, is held at this time. The chairperson presides with the assistance of the program chairperson or the committee chairperson.
9. Announcements.
10. Adjournment with closing ceremonies.